

**APPROVED OCTOBER 24, 2017**

**Montgomery County Community Action Board**

September 26, 2017

Executive Office Building

101 Monroe St, 2<sup>nd</sup> Fl Conference Room

Rockville, MD 20850

**MINUTES**

**CAB Members – Present:** Mary Bennett, Stacy Coletta, Lisa Conlon, Jackie Dennard, Gail Gunod-Green, Laura Irwin, Ron Jennings, Tiffany Jones, Agnes Leshner, Mike Subin, and Juliette Traore

**Absent:** Alejandro Becerra, Pamela Luckett (attending County Council Hearing), Steve Ruffin, Laurie-Anne Sayles, and Mike Subin

**Guests:** Brandon Beasley (LDI graduate), Ebonee Hawkins (Howard University Social Work student interning with Head Start), and Shannon Landrith (UMB student)

**Staff:** Charlene Muhammad, Aizat Oladapo, and Leah Goldfine

**Call to Order:** The meeting was called to order at 7:04 pm.

**Consent Agenda:** Mike moved to approve the consent agenda and Mary seconded the motion. All voted in favor. The consent agenda included the June 27, 2017 CAB meeting minutes; June CAB meeting evaluation results; Executive Director's report; Head Start report, including credit card statements; CAA contracts/partners report; CAB FY17 year-in-review document, CAI Committee report; CAB Thank You letter to County Council re: Head Start expansion and WPA funding; CAB Testimony re: County Minimum Wage increase; and CAB's Report for the Quarterly meeting with Uma Ahluwalia for B/C/C leadership.

**Executive Director's Report:** Sharon was attending the County Council minimum wage hearing with Chair Pamela Luckett. Leah shared highlights from Sharon's written Executive Director's report, including updates on the CSBG budget, HR updates, and CountyStat SSS project updates.

**Head Start Report:** Charlene reported that she would be attending the National Head Start Parents Rally in Washington, DC the following day. The program would include parents from across the country participating in visits to Congressional offices to request funding and support for Head Start.

The annual Head Start partners' forum would take place on September 29. CAB members are encouraged to participate to learn about the Head Start program's many partner organization in the County.

Charlene is working with MCPS to plan an event this fall to celebrate the 10 new full-day Head Start classes. The event will take place at one of the schools with a new full-day program and will include a site visit and press event. Charlene will provide additional details to the Board members as they become available.

Charlene reported that Head Start is at full enrollment now. The upcoming monitoring process will involve three parts: a conference call, on-site visit, and teacher observation using the Classroom Assessment Scoring System (CLASS) model. The agency will receive additional information about the monitoring process on October 1.

Charlene led a training about the Head Start Parents Policy Council structure. Board members received a diagram that explained the different levels of the HSPPC. In Montgomery County, all Head Start parents are part of the Parent Committee at their child's school. Other Head Start programs have the Parent Committees elect Parent Councils at each of their sites. In Montgomery County, the Parent Committees elect representatives to the HSPPC directly. Within the HSPPC, an executive committee is elected each year including at least two representatives to CAB. Charlene explained that parent involvement is a key component of Head Start and this structure helps to achieve this goal.

It was noted that while CAB and the HSPPC share governing authority over Head Start, CAB oversees how the Policy Council will interact with CAB. The Board and staff are hoping to increase collaboration between the two bodies this year and beyond.

**CAB Updates:** The Executive Committee would like to increase participation in EC meetings by other CAB members. Board members were asked to sign-up for specific EC meetings in which to participate throughout the year.

Leah provided an update on the Community Advocacy Institute. The program will include 24 participants this year. The orientation session will take place on October 12 and all Board members are encouraged to attend.

Gail provided updates from the Recreation and Parks Advisory Board. At the Board's recent meeting, Gail shared feedback from several of the CAI applicants who indicated that the lack of affordable recreation services for Up-County youth is a significant problem.

Laura provided an update from the Quarterly Meeting with DHHS Director Uma Ahluwalia for B/C/C leadership. The DHHS B/C/Cs will develop a joint priority statement to share with the County Council HHS Committee at the annual meeting on October 18. The statement will focus on access to services. Laura reported that Uma is interested in hosting screening sessions of two films: Mully from the Casey Foundation and Fabric of America from the Gandhi Brigade. Since the films focus on issues that are important to many of the B/C/Cs, Uma's idea is to have some of the B/C/Cs sponsor screenings and panel discussions for B/C/C members. Laura also noted that Uma is very enthusiastic about and supportive of the CAI. She encouraged B/C/Cs to send vacancy notices to Leah so that she can share the information with the CAI graduates.

**Contracts:** Aizat provided an update on the CAA contracts. She reported that Manna Food Center received additional funding to increase food security in East County. Aizat will participate in IMPACT Silver Spring's upcoming Community Review process. The annual CAA Contractors' Meeting will take place in December. All Board members are invited to attend to learn more about the agency's FY18 partner organizations. The meeting will focus on two-generation approaches to poverty and the Self-Sufficiency Standard. Aizat noted that one of the partners, Empowered Women International is in the process of a merging with the Latino Economic Development Center. EWI's FY17 contract ends on October 24 and a new contract with the name change will be processed for FY18.

**Announcements:** Mike informed the Board members that a new parliamentary procedures training will soon be available online for all B/C/C members. Leah will share the link as soon as it is available.

**Questions:** Guest Brandon Beasley asked a question about "letter contracts." Aizat explained that nonprofits can apply for these grants through the regular application process but letter contracts are for \$30,000 or less.

**Adjourn** The meeting was adjourned at 7:45 pm.